



MCPS – Staff costs only, at all times				
	Monday-Friday (1-hour minimum)		Saturday/Sunday/Holidays (3-hour minimum)	
	Before 6:00 pm	After 6:00 pm		
PTA, MCPS Partnerships with Universities and Government Entities				
APR, Cafeteria, Other	\$10.50	\$12.50	\$17.00	
Gym	\$10.50	\$11.50	\$17.00	
Classroom	\$ 7.00	\$ 8.50	\$16.00	
Auditorium	\$40.00	\$50.00	\$50.00	
Non-Profit Organizations, Community Groups (no personal gain)			Saturday/Sunday/Holidays (3 hr. min.)	
			First Room	Add'l Rooms
APR, Cafeteria, Other	\$11.00	\$18.50	\$32.00	\$17.00
Gym	\$11.00	\$17.00	\$32.00	\$17.00
Classroom	\$ 7.00	\$ 8.50	\$27.00	\$16.50
Auditorium	\$40.00	\$50.00	\$50.00	N/A
Special Events, Tournaments and Fundraisers: Add \$100 Administrative Fee per permit which includes use of Auditorium and \$50 per permit for other rooms				
Small enterprise activities by County residents with home businesses			Saturday/Sunday/Holidays (3 hr. min.)	
	Before 6:00 pm	After 6:00 pm	First Room	Add'l Rooms
APR, Cafeteria, Other	\$12.00	\$20.00	\$35.00	\$20.00
Classroom	\$ 8.00	\$10.00	\$35.00	\$19.00
Gym	\$12.00	\$20.00	\$45.00	\$20.00
Auditorium	\$55.00	\$65.00	\$75.00	N/A
Enterprise Activities by County-Based Businesses			Saturday/Sunday/Holidays (3-hour min.)	
Elementary School Classroom	\$ 25.00	\$ 30.00	\$ 40.00	
Elementary APR, Gym, Other	\$ 35.00	\$ 40.00	\$ 55.00	
Middle or High School Classroom	\$ 35.00	\$ 35.00	\$ 40.00	
MS or HS Cafeteria, Gym, Other	\$ 50.00	\$ 55.00	\$ 60.00	
Auditorium	\$100.00	\$125.00	\$150.00	
Fields	Games/Special Events: \$55.00, Practices: \$15.00			
All Categories: Non-County Businesses/Groups/Individuals that pay taxes to another County: \$25.00 administrative fee per permit for weekday use; \$50.00 administrative fee per permit for weekend and holiday use				
Childcare Providers Selected by the School (School Year/Monday-Friday through 6:30 pm)				
	Non-Profit	For-Profit	Saturday/Sunday/Holidays	
APR, Cafeteria, Other	\$11.00	\$12.00	NA	
Gym	\$11.00	\$11.50	NA	
Classroom	\$ 7.00	\$ 7.50	NA	
Auditorium	\$40.00	\$53.00	NA	
Camps Operating During Summer and School Breaks (Monday-Friday until 6:00 pm)				
	Non-Profit	For-Profit	Saturday/Sunday/Holidays	
APR, Cafeteria, Other	\$25.00	\$26.00	NA	
Gym	\$24.50	\$25.00	NA	
Classroom	\$13.50	\$14.00	NA	
Auditorium	\$55.00	\$60.00	NA	
Fields w/ Indoor Access	\$24.50	\$25.50	NA	
Outdoor Facilities		Tennis Court Per hour	Parking Lot Per hour	Parking Lot Pick-up/Drop-off Per 10 days
Special events and fundraisers		\$15.00	\$30.00	\$75.00
All other users		\$10.00	\$16.50	\$50.00
School ballfields for youth practices/games: \$5/hr. Park-school fields\$7/hr.		For more information on outdoor facilities visit our web site		

Other Fees

Equipment and Auditorium Fees		Staff - Hourly Rate (3-hour minimum)	
Auditorium equipment, plus \$100 security deposit	\$10.00 per hour or \$40.00 per use (whichever is greater)	Building Services Worker (for set-up and clean-up)	\$30.50 per hour
Dressing Room (may be required w/auditorium)	Classroom rate	Building Attendant	\$30.50 per hour
Audio Visuals	\$ 3.00 per hour	Cafeteria Worker (required with use of kitchen), plus \$50 deposit	\$29.75 per hour
Computer/lab (with approval, no internet use)	\$ 50.00 per room per use	Media Services Technician (mandatory with auditorium) or User Support Specialist required with use of specialized equipment	\$53.50 per hour
Grand Piano	\$ 25.00 per use	Security Staff	\$34.25 per hour
Upright Piano	\$ 5.00 per hour	Weekend/Holiday Start-Up Fee	\$16.25 per day
Scoreboard Control Unit (staff costs may apply)	\$ 2.00 per hour	Non Resident Fee	\$25.00 Weekday \$50.00 Weekend
Special Event Auditorium	\$100.00 per permit		
Special Event Other Facility	\$ 50.00 per permit		

Miscellaneous Fees

Administrative Fee	\$50.00	Cancellation/Date Change Policy for <u>Special Events</u> (large events in auditoriums, cafeterias, etc): 46 calendar days notice or more \$50.00 cancellation fee 31-45 calendar days notice: 25% of facility charges plus \$50cancellation fee 10-30 calendar days notice: 50% of facility charges plus \$50 cancellation fee Less than 10 business days notice: 100% of facility charges
Adjustment Fee	\$25.00	
Cancellation Fee for Camps and Special Events	\$50.00	
Cancellation Fee (other than Special Events and Camps) with at least 10-business days notice	\$25.00	
NOTE: Staff costs will be retained with less than 2-full business days notice for all bookings		
Late Fees: \$10 per month (with incremental increases of \$5 per additional \$500 owed, based on amounts 30-days past due)		

Fee Category Definitions for Community Use Activities in MCPS Facilities

MCPS

- MCPS K-12 and extracurricular school activities, including booster clubs; MCPS offices. Note: Anytime staff costs are incurred these costs must be paid, including when using another school location
- Note: Category B rates apply to MCPS partnerships with non-profit organizations for staff development partnerships with commercial entities. Category F applies to SAT prep classes and academic enrichment classes with fees (form must be submitted by MCPS). Schools assume all liabilities to include insurance, ADA and Civic Rights compliance for any sponsored groups.

PTA and Public Agencies

- Public recreation classes, camps and activities (Montgomery County Recreation Department and municipal recreation departments of Takoma Park, Rockville, Gaithersburg)
- City, County, State, Federal and other government agency meetings/programs
- MCPS partnerships with government agencies and universities for staff development after hours – specific contract provisions apply
- PTA partnerships where PTA assumes all liability to include insurance, ADA and Civic Rights compliance for any sponsored groups.
- An administrative fee will be charged for field use. Note: MCCPTA insurance does not cover school based PTA programs with for-profit entities.

Non-Profit Organizations (Extra fee applies for special events and out-of-county based organizations)

- Non-profit organizations
 - Cultural and religious classes/bible study and regularly scheduled services
 - Community groups, e.g., Scouts, Kiwanis, HOAs, garden clubs, informal/local sports groups, Boys and Girls Clubs, etc. formed for non-profit purposes.
- Extra fee applies to**
- Sports tournaments, e.g., basketball, step, volleyball, cheerleading, pom competitions. **Must have Security Staff.**
 - Non-MCPS and PTA fundraisers
 - Community/religious/cultural events or performances with admission fee, advanced participant reservations, donations, membership dues or ticket sales and/or activity requiring special consideration for placement or timeliness of notification, assigning MCPS staff to work on a holiday, multi-day events, revivals, High Holidays, holiday celebrations, cultural concerts and similar activities. A special event is outside the normal weekly schedule, e.g., religious groups that book weekly service and schedule a holiday banquet or league that hosts a recognition/award dinner.
 - Non County based organizations

Small Enterprise

- Home-based/sole proprietor/start-up endeavor with rates comparable to those offered by a nonprofit organization
- Enterprise activities with personal gain/benefit to individual providing direct services

Enterprise (Extra fee applies to Non-County based businesses)

- Business and other activities with business or for personal gain.
- Extra fee applies to non-County based business

Special Categories

Non-Profit and For-Profit Before and After School Childcare

- MSDE Licensed Before and After School Childcare provider selected by school only

Non-Profit and For-Profit Camps/Clinics

- Summer and school-break camps, clinics and other activities of a programmatic nature **not** sponsored by public recreation agencies
- Typically 3+ hours, 3-5 days per week, same participants, and participation covered by single registration or considered a camp by DHHS criteria

See website for additional fee information: www.montgomerycountymd.gov/cupf